



*Embassy of the United States of America
Kyiv, Ukraine*

JOB OPPORTUNITY ANNOUNCEMENT

033

Date: September 23, 2011

TO: ALL MISSION PERSONNEL

FROM: TERRY A. ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: WAREHOUSE LABORER, GENERAL SERVICES OFFICE

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Warehouse Laborer

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-02, FP-CC*

WORK HOURS: When Actually Employed

OFFICE LOCATION: GSO

OPENING DATE: Immediate

DEADLINE: October 9, 2011 at 6 P.M. Kyiv time

**FP-CC is subject to confirmation with Washington.*

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Serves as a warehouse laborer to support Embassy operation.

MAJOR DUTIES AND RESPONSIBILITIES:

Warehousing:

90%

The incumbent is responsible for loading, unloading, and moving non-expendable and expendable supplies, furniture, appliances and equipment from delivery trucks to appropriate warehouse locations. Ensures that items are properly stored so that no safety or fire hazards exist; keeps storage areas clean. Deliveries non-expendable and expendable supplies and equipment to residences and offices.

Other duties:

10%

Performs other duties as may be assigned.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of secondary school is required.

WORK EXPERIENCE:

- At least six months of any laborer's experience is required.

LANGUAGE:

- Level II (limited knowledge) English is required. Level III (good working knowledge) Russian and Ukrainian is required.

SKILLS AND ABILITIES:

- Must be able to perform moderately heavy work, and make heavy lifts at times. Must be able to operate supply handling equipment. The incumbent must have some mechanical knowledge and ability.

APPLICATION AND SELECTION PROCESS:

Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by **COB October 9, 2011**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a probationary period are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: IEricson- GSO (by e-mail)
DHoward- FMO (by e-mail)

Переклад основних посадових обов'язків українською мовою

ПОСАДА: ПРАЦІВНИК СКЛАДУ

ГРАФІК РОБОТИ: За потребою.

ОСНОВНІ ПОСАДОВІ ОБОВ'ЯЗКИ:

Робота на складі:

Займаючий цю посаду відповідає за завантаження, розвантаження та переміщення витратних канцелярських та невитратних офісних матеріалів, меблів, офісного та побутового обладнання з вантажівки постачальника до складських приміщень. Працівник складу відповідає за належне розміщення та збереження вантажу, безпеку зберігання та правил пожежної безпеки; чистоту складських приміщень; доставку витратних канцелярських та невитратних офісних матеріалів та побутового обладнання в офіси та квартири.

90%

Інші обов'язки:

Виконання інших завдань, що можуть виникнути на складі.

10%

ОСНОВНІ ВИМОГИ:

- Атестат про середню освіту;
- Від 6 місяців досвіду роботи працівником складу або робота на аналогічній посаді.
- Вільне володіння українською чи російською мовами, початковий рівень володіння англійською.

ВИМОГИ ДО ПОДАЧІ ДОКУМЕНТІВ:

Зацікавлені кандидати повинні відправити *короткий опис свого досвіду* українською, російською чи англійською мовами до відділу кадрів Посольства США за адресою вул. Глибочицька 4, або на факс. 490-40-85. Листа також можна надіслати на електронну адресу відділу кадрів: KyivHR@state.gov. Документи надіслані пізніше **9 жовтня 2011** розглядатися не будуть.